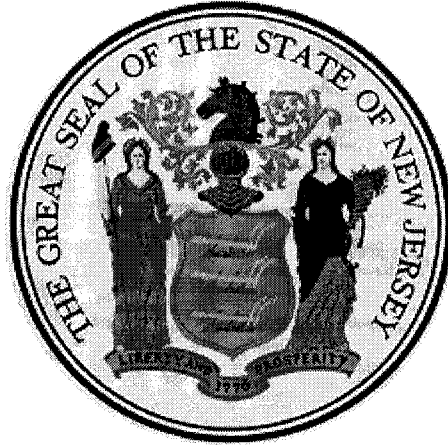


# State of New Jersey



## Local Engineering Department Records Retention Schedule

**C910000-902**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C910000 SCHEDULE NUMBER 902 PAGE NUMBER 1 OF 3

## DEPARTMENT

Local Engineering Department

## DIVISION

## BUREAU

## AGENCY REPRESENTATIVE

### TITLE

### (AREA CODE) TELEPHONE NUMBER

**SCHEDULE APPROVAL:** Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE *W. Thomas [Signature]* DATE 12/10/97 SECRETARY STATE RECORDS COMMITTEE SIGNATURE *[Signature]* DATE 22 JAN 1998

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Record Drawings (As-Built Drawings)	Permanent		Permanent
0002-0000	Bids and Bid Tabulation Sheets	6 yrs		Destroy
0003-0000	Contracts	Permanent		Permanent
0004-0000	Correspondence - Engineering			
0004-0001	Routine	3 yrs		Destroy
0004-0002	Design, Structural and Engineering	Permanent		Permanent
0005-0000	Correspondence - Legal Easements, R.O.W. (Right of Way), Surveys	Permanent		Permanent
0006-0000	Filed Maps (Including Site Plans and Surveys)	Permanent		Permanent
0007-0000	Flood Hazard Areas			
0007-0001	Request for Flood Hazard Area Certificate (Consists of form letter sent to the City Engineer requesting certification that certain property is within a flood area. A fee is collected for the certificate.	6 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C91 0000	SCHEDULE NUMBER 902	PAGE NUMBER 2 OF 3
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0007-0002	Certificate for Flood Hazard Areas Certificate is used to inform insurance and/or lending companies when property is being erected. A fee is paid by the requestor for this certificate. Certificate is signed by the City Engineer. Information is obtained from maps from the Corp of Engineers.	Permanent		Permanent
0008-0000	Lab Reports	Permanent		Permanent
0009-0000	Materials Tickets	Permanent		Permanent
0010-0000	Performance Bonds	6 yrs after termination of contract		Destroy
0011-0000	Planemetric Maps	Permanent		Permanent
0012-0000	Plans - Engineering Includes: Bridge, Road, Drainage, etc.			
0012-0001	Record Drawing - Official File Copy Print	Permanent		Permanent
0012-0002	Prints	Periodic review		Destroy
0012-0003	Index	Permanent		Permanent
0013-0000	Tax Maps	Permanent		Permanent
0014-0000	Topographic Maps	Permanent		Permanent
0015-0000	Accident Reports	6 yrs		Destroy
0016-0000	Field Survey Books Information is used to create plans and maps.	10 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
C910000	902	3 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0017-0000	Road Signage Files	2 yrs after sign is removed/changed		Destroy
0018-0000	Bridge Computations	Permanent		Permanent
0019-0000	Bridge Inspection Reports	2 yrs after last inspection		Destroy
0020-0000	Stream Encroachment Permits	Permanent		Permanent
0021-0000	Project Files (Roads, Bridges, Drainage)	Permanent		Permanent
0022-0000	Traffic Survey Studies Include: correspondence, maps, bids, news articles, cost breakdown, title insurance appraisals, resolutions (copies) agreements, traffic signal cost breakdown.	10 yrs		Destroy